

Nominee's name exactly as it should appear on the award certificate:

Name and Title: _____

Office Name: _____

City and State: _____

Work performed between October 1, _____ and September 30, _____

Nomination submitted by:

Name: _____

Telephone: _____

E-mail: _____

Prepare a written narrative not to exceed two typewritten pages using a minimum font size of 12 pt. that addresses:

(1) **Magnitude of Work:** What was the extent of the work accomplished? What made the work, project, contribution, or program exceptional? Did the nominee demonstrate creativity or originality?

(2) **Need for the Service or Achievement:** How important or useful was the work accomplished or service provided in terms of need? (This narrative could/should address both volunteer program management and personal volunteer contributions.)

(3) **Challenges:** Describe any challenges the nominee may have faced.

(4) **Partnerships and Volunteer Recognition:** Did the project or program build partnerships or boost public interest? Describe how volunteers are recognized through awards, use of the media, and during National Volunteer Week. Explain how these accomplishments enhanced relationships with other groups?